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PROCUREMENT OFFICE
STATE OF HAWAII

STATE PROCUREMENT OFFICE NOTICE OF AND REQUEST FOR EXEMPTION FROM CHAPTER 103D, HRS

1. TO: Chief Procurement Officer
2. FROM: Public Safety / Corrections / OCCC

Department/Division/Agency

Pursuant to §103D-102(b)(4), HRS, and Chapter 3-120, HAR, the Department requests a procurement exemption to purchase the following:

3. Description of goods, services or construction:

INSPECTION, MAINTENANCE AND REPAIR SERVICES FOR THE BUILDING AUTOMATION SYSTEM AT THE OAHU COMMUNITY CORRECTIONAL CENTER. The Contractor shall furnish all labor, materials, parts, tools, equipment and supervision necessary for the inspection, maintenance and repair services of the Building Automation System at the Oahu Community Correctional Center. Contractor shall completely guarantee satisfactory operation of all equipment covered within the scope of this contract.

4. Name of Vendor: TBD

Address:

5. Price:

\$15,000.00

6.

Term of Contract:

From: 5/1/11

To: 7/30/11

7. Prior Exemption Ref. No.

8. Explanation describing how procurement by competitive means is either not practicable or not advantageous to the State:

On April 14, 2011, PSD received a letter from the current vendor, Hawaii Instrumentation and Controls, Inc. (HICI), stating that HICI will not be extending the existing contract (58235), which expires April 30, 2011. There is insufficient time to issue a new solicitation and enter into a new contract with the limited time remaining on the current contract.

9. Details of the process or procedures to be followed in selecting the vendor to ensure maximum fair and open competition as practicable:

As this service requires expertise in building automation, specifically security systems of a large facility, there are a limited number of qualified vendors in the market. PSD will attempt to solicit three quotes from qualified vendors outside of the HePS.

10. A description of the agency's internal controls and approval requirements for the exempted procurement:

The facility staff shall solicit the three quotes, and award to the lowest responsive, responsible bidder using small purchase procedures for procurements under \$15,000.

The facility staff shall ensure vendor compliance with HRS, 103D-310c prior to award.

OCCC warden shall ensure compliance with the above procedures..

REQUEST FOR EXEMPTION FROM CHAPTER 103D, HRS (Cont.)

12. A list of agency personnel, by position, who will be involved in the approval process and administration of the contract:		
Name	Position	Involvement in Process
Francis Sequeira	OCCC-Warden	<input checked="" type="checkbox"/> Approval <input type="checkbox"/> Administration
Lyle Kawamata	OCCC-Deputy Warden	<input type="checkbox"/> Approval <input checked="" type="checkbox"/> Administration
		<input type="checkbox"/> Approval <input type="checkbox"/> Administration
		<input type="checkbox"/> Approval <input type="checkbox"/> Administration
		<input type="checkbox"/> Approval <input type="checkbox"/> Administration
		<input type="checkbox"/> Approval <input type="checkbox"/> Administration

13. Direct inquiries to:	Department: Public Safety
	Contact Name: Marc Yamamoto <i>may 4/15/11</i>
	Phone Number: 808-587-1215
	Fax Number: 808-587-1244

Agency shall ensure adherence to applicable administrative and statutory requirements


14. *I certify that the information provided above is, to the best of my knowledge, true and correct.*


 Department Head

4/20/11
 Date

Reserved for SPO Use Only	
15. Date Notice Posted <i>9/25/11</i>	
<p>The Chief Procurement Officer is in the process of reviewing this request for exemption from Chapter 103D, HRS. Submit written objections to this notice to issue an exemption from Chapter 103D, HRS, within seven calendar days or as otherwise allowed from the above posted date to:</p> <p align="center"> Chief Procurement Officer State Procurement Office P.O. Box 119 Honolulu, Hawaii 96810-0119 </p>	
<p>Chief Procurement Officer's comments:</p> <p>This approval is for the solicitation process only, HRS section 103D-310(c) and HAR section 3-122-112, shall apply. This award is required to be posted on the Awards Reporting System.</p>	

16. ☒ APPROVED ☐ DISAPPROVED ☐ NO ACTION REQUIRED

 *4/26/2011*
 Chief Procurement Officer Date